# Executive Summary

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**Executive Summary**

The Ark Sound Preservation Project Drupal website is designed to facilitate the creation of metadata for digitized recordings produced from 1968-1980. Through this website, the recordings will become a useful resource for scholars of acoustic music, for persons interested the cultural movements of 1960s and 1970s, and for the creation of Ann Arbor's community identity.

It allows a variety of interested users to contribute memories and relevant metadata about songs, performances, and performers. Users are classified as Music Fans, Performers, Dave Siglin, Archivists, and Site Administrators. These roles allow for greater online community building and better control of quality metadata. The system also allows for the Archivist to periodically incorporate the contributions to the authoritative record, for communication with and among those interested in the Ark and its history, and for performers to assign copyright notices to their work.

**Introduction**

In the mid-1960s, the Ark began as a coffee house collaboration of several Ann Arbor area churches. The focus on issues important to the community and providing a creative outlet for things like poetry and music created a fertile ground for an acoustic music venue. The organization flourished in Ann Arbor, moving to larger venues and employing a dedicated manager, Dave Siglin, for almost 40 years. Today it is considered one of the leading folk music clubs in the country, providing live music almost 300 nights each year.

The Ark Sound Preservation Project is an initiative led by the Bentley Historical Library and Paul Conway with the goal of preserving and making usable a set of unique recordings from 1968-1980. The recordings are currently on magnetic tape and efforts are underway to secure funding for digitization of the records. Once digitized their use will still be hampered by the lack of metadata and copyright designations. There is no authoritative record of performers, song titles, song topics and cultural references, copyright licenses, or other relevant information. Since the Ark is a valued local institution it is hoped that the larger community can collaboratively create this metadata. The project also provides an opportunity to gather memories associated with performances, performers, and the Ark venue in general.

This Drupal website is a preliminary version of a website that could facilitate the creation of this metadata. Since the recordings are not currently digitized this system was designed with 'dummy data' as placeholders. Once funding for the project is secured digitization would occur and a professional programmer would be hired to create a final web product. This existing version supports listening to clips of music, submitting of potential metadata, designating Creative Commons licenses (by performers only), sharing of Ark related memories, and increasing the public awareness of the Ark's history and of this specific project.

The front page of the site is designed to highlight what new is happening in the online community and to provide users with a taste of what can be accessed at the site. Prominently displayed are dedicated areas for songs, performers, and performances, and the dedicated areas for memories and more information about the Ark are easily accessed through the tabbed menu.

To facilitate the creation of trustworthy metadata users are assigned one of five roles.
Music Fans are general community users who, while they may have intimate knowledge of the subject, do not necessarily have as much weight as the Performers. Dave Siglin has been given his own role due to his extensive experience with the recordings (he was the original owner) and encyclopedic knowledge of the Ark. The Archivist(s) will have more administrative roles related to the day to day functions of the site, like approving user accounts, and be affiliated with our client, Paul Conway and the Bentley Historical Library. Finally, the Site Administrator will be primarily concerned with the maintenance of the site, which as a dynamic site it will need continuous monitoring and updating.

The following documentation contains guidance for each user role.

**General Usage Information**

**Viewing Content**

All visitors to the site will be able to view songs, performances, performers and the published comments on these content types.

**Songs**

To view the list of songs, select the Songs tab or the "View All Songs" link at the bottom of the Browse the Songs block. To view information about a particular song, click on the title in the list. This will bring up a view including all the comments and official metadata on the song. To play a song, click on the triangle.

Song can also be viewed via a Standardized Title view, which allows users to view various versions of the same song. To browse this view click on the link at the bottom of the full song list page.
This will bring up an alphabetized list of songs that have more than one version. Other versions of a title can also be accessed by clicking on the Standardized Title for the respective song title in the full song list.

**Browsing performances**

To view the performances click on the Performance Calendar tab and use the calendar view to locate a specific date. The view can be tabbed through by year or month.

**Browsing performers**

To view the list of performers, click on either the Performers tab or the "View All Performers" link at the bottom of the Browse the Artists block. If you are interested in reading a description of a particular performer, you can click on the letters at the top of the page to skip down to their name.

**Finding a specific performer**

To find a specific performer by search, rather than browsing the alphabetical performer block, click on the search button and then click on "users." This will search just the users, whereas the general search will search all the content of the site including songs and performances.

**Creating an account**
New users will be required to enter a username, email address, and password. To fill out the user profile, new users will be prompted to fill out two optional fields; their biography and their fondest memory involving the Ark. After filling out the form the system displays that their account is awaiting approval.

It is recommended that users use an alias, rather than their real name, for their username. This is because the username will be attached to all submitted comments.

Most performers will have an account created for them by the Archivist(s), and their first login information will be sent to them. If a performer discovers the site on their own, they will need to confirm their identity with the Archivists. The performer is instructed at the account registration to email the Archivist(s) with their credentials in order to create a performer account.

Once the Archivist has confirmed the performer's identity, the Archivist can either create a new account for the performer (if the performer has not already submitted metadata using a temporary basic account) or they can arrange for the Site Administrator to change the account's role. The Site Administrator is the only user with the permission to change roles. (see Site Administrator, page 13)

Once the new user has filled out the registration form they will receive an email indicating that their account is awaiting approval by the Archivist(s). (see Archivist, page 11) Once the Archivist(s) has approved the account, the new user will receive another email with a one-time login.
Create a biography

The biography field is an optional field where users can let others, particularly the Archivist(s), know more about them. This information may be used in assessing the credibility of submitted comments. (see Adding and Incorporating metadata on page 12)

For performers this biography will be the performer description displayed in the full performer list. It is suggested that they include general information about their life, their genre, the times they performed at the Ark, etc. Also, the field will display in the performer's user profile. The user profile is the view of the performer that users see when they select the the performers name in the author line of content.

For Music Fans their biography will only be displayed when users click on the author link of comments or if the advanced search function is used. This directs to the Music Fans’ user profile. It is suggested that they include information about when they visited the Ark and their connection with folk music.

The biography can be created or edited at any time. After logging in, simply click on the username or "Your account" in the login bar. Then select "$Edit" and then "About the User."

Enter or edit information and be sure to "Save."

Contributing memories about Ark

Similar to the biography field this field is optional, is displayed on the user profile, and can be edited at anytime once the user is logged in. These memories are also displayed when the Memories tab is selected.

Uploading photo

A user picture can be added at any time by logging in, selecting "Your Account" and selecting "Edit." Here a picture that will be displayed in the user profile can be uploaded. The maximum size is 500 KB.
Changing the password

User passwords can be changed in two ways. If the user forgets their password, there is a "Request New Password" link in the top login bar. The system will request the email address they created their account with or their user name. An automated email will be sent to that email address with a new one-time login.

The second way a password can be changed is by logging in with the current password. Select "Your account" and then "Edit." In the Edit section there is a field to enter the new password and one to re-enter it for confirmation.

Contributing Metadata (i.e. Comments)

To contribute metadata on the content, visitors will need to create an account. Metadata will be submitted in the form of comments on content. Periodically, the Archivist(s) will incorporate verifiable and trustworthy data into the official content record. For more information on this process see Adding and Incorporating metadata on page 12.

Songs

To comment on a particular song, navigate to the page for that song. Under the media player, click on the "Add new comment" link.

Type the comment in the text box and finish by clicking "Save."
Performance

Navigate to the page for the desired performance. Click on the "Add new comment" link, enter a comment, and finish by clicking "Save."

Editing Content

Comments

Comments can be edited by the user who submitted it, the Archivist(s) and the Site Administrator. Users will navigate to the appropriate comment, click on "Edit" and then edit their comment as needed. Archivist(s) and the Site Administrator can also view a list of comments. Go to Content Management: Comments in the Administration Menu along the top, and then proceed as usual.

Performers

The view of performers displayed when the Performers tab is selected is formed from the User Profiles. To edit the content in this display the profile will need to be edited. If the performer wishes to edit their own profile, they should select "Your account" and follow the directions for editing their account (see page 5). Archivist(s) and the Site Administrator can view a list of performers by going to User Management: Users in the Administration Menu. This brings up a list of accounts, including Music Fans. Then proceed to edit their account as described under Creating an account on page 5.

Songs

The content of Songs can be edited by the author of the song, Archivist(s), the Dave Siglin account, and the Site Administrator. In cases where the song has multiple authors, only one author will have editing privileges. This editing privilege should be used only to set the Creative Commons licenses. Editing of general information about the songs, such as adjusting the title, suggesting a split of the track, or adding a standardized title should be routed through the commenting feature, described earlier. For a further description of setting the Creative Commons see the Performers section of Specialized Usage by Role.

Performances

Performances can be edited by using the generalized commenting feature mentioned earlier. The Archivist(s) will incorporate the information as deemed appropriate (see Adding and Incorporating metadata on page 12).

Specialized Usage by Role

Performers

User Accounts

User accounts for performers will primarily be initiated by the Archivist(s). Based on the information from concert fliers, other historical Ark records, and Dave Siglin's memory, the Archivist(s) will attempt to identify all performers (or their heirs) and create accounts for them. Even if at the time they are not able to associate them with particular
song tracks yet. The Archivist(s) will contact the performers with initial login information along with goals for the project and instructions for their site usage. The performer will be encouraged to make use of their site to set Creative Commons licensing and because their contributions will be privileged when the incorporating new metadata.

**Creative Commons**

An important part of the Ark Sound Preservation Project is the designation of Creative Commons' licenses. Performers are encouraged assign licenses that give the general public clarity on how the songs can be acquired and used.

The Creative Commons license is displayed on the right hand side of each song record.

The performer can set the license only if they are the 'official' author of that song record. To check who is the author of a song an Archivist or Site Administrator can select "Edit" on the individual song record. At the bottom of the editing view, click on "Authoring Information."

This will display the current author and date the record was added to the system. Alternately, the option to "Edit" the song will only appear for performers who are authors of the record.

Once a performer has determined they have the necessary permissions, they will need to choose between the following licenses:

- Attribution
- Attribution No Derivatives
- Attribution Non-Commercial No Derivatives
- Attribution Non-Commercial
- Attribution Non-Commercial Share Alike
- Public Domain

Information on the specifics of each license can be viewed on the Creative Commons website.
Dave Siglin

The role of Dave Siglin is a unique designation that is meant to help assess accuracy in metadata and to add credibility to the Ark Sound Project community. His visible presence and participation will be crucial in encouraging a vibrant and lively contribution of metadata. His contributions will also be assigned a greater weight when incorporating new metadata. The general permissions for this role mirror those of performers.

Archivists

User Accounts

Creating user accounts
To create a new user account, go to User Management: Users: Add User. Fill in the requested information, including the user's email address. Check the notify user of new account box so the performer will be informed about their account. Select the role the user will have so the correct permissions are applied. Click the "Save" button.

Confirming other accounts
To confirm new user accounts, go to User Management: Users: List. New users will have a "blocked" status. Click on the edit link on the user profile. Change the status from "blocked" to "active." Click the "Save" button.

Permissions
In order to give the Archivist permission to assign Users different roles, it was necessary to give them access to modify the permissions for the site. Do not touch this unless you know what you are doing! This section affects who can do what within the site. It is currently working correctly and should be left alone.

Adding Initial Content

Performers
To create a new performer, follow the instructions for creating a new user that are listed above under user accounts. When you reach the section to select a role, select performer. Follow the instructions as usual.

Songs
To create a new song, go to Content Management: Create Content: Song. Under "File Attachments" select the file that corresponds to the song for which you are creating a record. Select the Creative Commons release status that you wish the song to have. Under "Authoring Information" make the Performer the author so they will have permission to administer the Creative Commons permissions on their song. Click the "Save" button.

Performance Dates
To create a new performance, go to Content Management: Create Content: Performance Date. Fill in the title. Under "Authoring Information" change "Authored On" to the date when the performance occurred.

**Editing Content**

Content on any page can be corrected by navigating to Content Management: Content: List. Select the content you wish to edit and click on the "Edit" link. When changes have been made, click the "Save" button.

**Authoring Information**

It will be important to change the authoring information about song content so that performers can have access to the Creative Commons permissions for their performances. When a performer is given an account, all of their songs should be assigned to them by changing the authoring information. To do this, navigate to the selected song and click the "edit" link. Under "Authoring Information" put the performer's user name. **Note that each song can have only one author, so if there were multiple performers for a song, a representative should be selected to administer rights on the songs.**

**Unpublishing Content**

If you have content that for some reason should not be displayed, navigate to the content page and click the "edit" link. Under "Publishing Options" uncheck the "Published" box. **The "Delete" button at the bottom of the page should only be used in the rare instance when Archivists or SiteAdmins are certain that the content will no longer be needed.**

**Adding Metadata**

**Creating internal notes**

To create an internal note from Archivist to SiteAdmin or vice versa, go through the process of creating a comment. Before clicking save, uncheck the "Published" box under "Publishing Options."

**New Data Field**

After using the site, if you find that another type of data should be included in the record, contact the site administrator. They can add a new data field to any content type.

**Incorporating Contributed Metadata**

**Viewing**

To browse user comments for changes that should be made to the record, navigate to Content Management: Comments. From here, you can select either published comments or the approval queue. It would be feasible to do this while going through the approval process for comments.

**Adding information to original record**

If you find a comment that you feel is accurate and that you wish to incorporate in the official record, navigate to the song or performance that you wish to edit and edit the record according to the previous instructions for editing content.
Notifying submitting user that information has been incorporated
Users can be notified that a particular comment has been made part of the official record via email and through the commenting system. The Archivist should respond to the comment on the forum that the record has been modified as a result of this comment. If time permits, they can also email the user who submitted the comment.

Handling Abuse of the System

Blocking Users
If you find that a particular user repeatedly posts offensive comments or content, you may wish to block them. This can be accomplished by navigating to User Management: Users: List. Select the offensive user. Click the "edit" link. On the profile, scroll down to the "Status" section and check the "blocked" button. Click the "Save" button.

Approval and Deleting of Comments
Periodically, the archivist will need to approve comments. In order to do this, navigate to Content Management: Comments: Approval Queue. Select either publish or delete from the drop-down menu along with the comment(s) to which this action should pertain. Click "Update."

Site Administrators

User Accounts

User Badges
User Badges are used to identify user roles in published comments. They are displayed alongside user information with the post as an image that sets off the user from other roles. Displayed below are the various badges supplied with the site.

To edit user badges, go to User Management >> Badges >> Edit user badges as shown below.
The Edit user badges tab will allow you to select one of the uploaded badge images to be used for that badge. The Images tab allows you to upload custom images to be assigned as a badge. The roles tab allows you to assign a user badge to specific roles on the site. After assigning a badge to a role, each user with that role will have the assigned badge show up in their comments box next to their name.

To upload a custom image for use as a user badge:

1. First select the Images tab, and then click the choose file to select a custom image from your computer. After selecting an image, hit the Upload button to bring that image into the User Badges folder for use.

2. Now select the Edit User Badges tab. Here you can create the new badge by inputting a name for your new badge into the Name field as shown below:

3. Next, select the image that you uploaded in step 1 as the image to be associated with this user badge.

4. The weight allows you to give a certain badge priority if there are more than one associated with a user role. Choose a lighter weight if you want that user badge to take priority. For instance, a user might be an Archivist, but also an authenticated user. If you want only the Archivist badge to be displayed, choose a lighter weight for this badge.

5. Next, click on the Roles tab. It is here where you will assign your newly created User Badge to a certain role on your site. Simply find the user role that you want to assign your new badge to, and select from the drop-down your newly created user badge.

Roles

To view roles, go to User Management >> Roles.
From here you may alter the permissions of certain user roles by clicking the edit permissions link next to each user roles listed:

### Roles

Roles allow you to fine tune the security and administration of Drupal. A role defines a group of users that have certain privileges as defined in user permissions. Examples of roles include: anonymous user, authenticated user, moderator, administrator and so on. In this area you will define the role names of the various roles. To delete a role choose "edit".

By default, Drupal comes with two user roles:

- Anonymous user: this role is used for users that don’t have a user account or that are not authenticated.
- Authenticated user: this role is automatically granted to all logged in users.

<table>
<thead>
<tr>
<th>Name</th>
<th>Operations</th>
</tr>
</thead>
<tbody>
<tr>
<td>anonymous user</td>
<td>locked edit permissions</td>
</tr>
<tr>
<td>authenticated user</td>
<td>locked edit permissions</td>
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<tr>
<td>Archivist</td>
<td>edit role edit permissions</td>
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<td>Dave Siglin</td>
<td>edit role edit permissions</td>
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<tr>
<td>Performer</td>
<td>edit role edit permissions</td>
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<tr>
<td>siteadmin</td>
<td>edit role edit permissions</td>
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</tbody>
</table>

Provided below are the permissions for each role on the Ark site for reference.
Permissions

Permissions let you control what users can do on your site. Each user role (defined on the user roles page) has its own set of permissions. For example, you could give users classified as "Administrators" permission to "administer nodes" but deny this power to ordinary, "authenticated" users. You can use permissions to reveal new features to privileged users (those with subscriptions, for example). Permissions also allow trusted users to share the administrative burden of running a busy site.

<table>
<thead>
<tr>
<th>Permission</th>
<th>anonymous user</th>
<th>authenticated user</th>
<th>Archivist</th>
<th>Dave Siglin</th>
<th>Performer</th>
<th>siteadmin</th>
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<td>use PHP for block visibility</td>
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</table>
Content Types

Image
This content type handles the concert posters.

Page
A page, similar in form to a story, is a simple method for creating and displaying information that rarely changes, such as an "About us" section of a website. By default, a page entry does not allow visitor comments and is not featured on the site's initial home page.

Performance Date
These are performance dates that will be added to the front page as well as the calendar page.

Song
A song to be added to the site. Note that the performer must be in the database before you can upload their song.

Standardized Song Title
A Standardized Song Title is a content type that creates the relationship between specific renditions of songs and the concept of a particular song. This concept of a song may be a traditional title or tune that has been performed various ways through the years.

Story
A story, similar in form to a page, is ideal for creating and displaying content that informs or engages website visitors. Press releases, site announcements, and informal blog-like entries may all be created with a story entry. By default, a story entry is automatically featured on the site's initial home page, and provides the ability to post comments.

Front Page

Menu Tabs
To add a new menu item or edit the existing menu, go to the Site building tab and go to List menus. You will then want to click on Primary links.
From here, you can either add a new menu item or edit current menu information by clicking on the edit link as shown below.

**Primary links**

<table>
<thead>
<tr>
<th>List items</th>
<th>Add item</th>
<th>Edit menu</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Menu item</strong></td>
<td><strong>Enabled</strong></td>
<td><strong>Expanded</strong></td>
</tr>
<tr>
<td>Home</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>About</td>
<td>✓</td>
<td>✓</td>
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</tbody>
</table>

To rearrange menu items, grab a drag-and-drop handle under the *Menu item* list. (Grab a handle by clicking and holding the mouse while hovering until you click the *Save configuration* button at the bottom of the page.

Also note that you can edit the menu structure by dragging the menu items. To move menu items, you must first click on the little cross hair button on the left of each item and then drag.

**Views**

*about (/about)*
The about view is simply a page that shows the four sub-pages under the "About" tab on the main navigation menu.

*calendar_date (/calendar-date)*
This view is a page that displays our calendar which displays the performance dates. The user may click on the performance date to view more information about that specific performance.

*comments_recent (/comments/recent)*
This view is a block and a page, both of which list the most recent comments; the block, which displays the four most recent comments on the front page, will automatically link to the page view, which displays the comment body as well as a link to the node.

*memories (/memories)*
This view is a page that displays the memories that the site users input in their profiles.

*performance_selector*
This view is a block that displays the performances on the front page.

**song_selector**
This view is a block that displays the 7 most recent songs on the front page.

**Songs (/songs)**
This view is a page that displays all of the songs in table format.

**standard (/standard)**
This view displays all of the standardized song titles. A Standardized Song Title is a content type that creates the relationship between specific renditions of songs and the concept of a particular song. This concept of a song may be a traditional title or tune that has been performed various ways through the years.

**Panels**
Panels let you adjust the layout of pages, or to create panels within blocks that have a custom layout. The Ark site uses a panel page on the home page for displaying the various blocks such as Browse the Songs and Browse the Performances. To access this panel or to create new panel pages, go to the Panels tab and select Panel Pages.

Within this tab are a number of options including list, settings, add, and import. Click List to see a list of the existing panel pages that have been created. Currently, the only panel page created is called home_page:

![Panel pages](image)

This screen will allow you to adjust the layout or content of the panels. Select the edit link for the home_page Panel Page to open a series of tabs that allow you to customize this page. The content tab will allow you to drag and drop different views into each panel. The Layout tab allows you to select a preset layout type, while the Layout Settings tab allows you to adjust the number of rows or columns for the page.
Themes

Within the site building tab, you will find a link to the Themes settings.

The Theme allows you to adjust a number of things about the general look and feel of the site. The current theme was built using the Zen Classic theme, and customized further by accessing the themes folder within the site directory. Within the Themes settings, you can upload a custom logo for the site; turn on and off fixed width for the site, along with adjusting the exact width of your page layout.
Much of the layout of the site is styled using the zen-classic.css file, which can be found within /themes/zen/zen_classic. Other elements, such as <H1>, <body>, and <a> tags will be styled using the html_elements.css file located in the same directory. There is also an images folder located within this directory to use for custom images used when theming. Currently the <H2> tags on the first page are styled using custom images that you will find in that folder. There is also a javascript file that you may use for your theme called dfn_menus.js. Keep in mind that jQuery comes with the basic install of Drupal, so you have that at your disposal as well.

Security and Site Maintenance

In terms of security and the maintenance of the site, there are a number of best practices to keep in mind as an administrator. The first is to understand that this site will need attention on at least a weekly basis. The site administrator will need to ensure that the latest updates to Drupal core, along with new releases of each module are installed as soon as possible. Luckily there are a number of built-in mechanisms that will help in keeping track of the latest updates and security threats:

Status Reports

Located within the Reports tab is a link to Status Report:
Within this tab Drupal will give you information about a number of the site's parameters and whether there are new updates available for them.

**Status report**

Here you can find a short overview of your site's parameters as well as any problems detected with your installation. It may be useful to copy and paste this information into support requests filed on drupal.org's support forums and project issue queues.

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Status</th>
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<tbody>
<tr>
<td>Access to update.php</td>
<td>Protected</td>
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<tr>
<td>Configuration file</td>
<td>Protected</td>
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<tr>
<td>Cron maintenance tasks</td>
<td>Last run 0 sec ago</td>
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<tr>
<td>Database updates</td>
<td>Up to date</td>
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<tr>
<td>Drupal core update status</td>
<td>Up to date</td>
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<tr>
<td>File system</td>
<td>Writable (public-download method)</td>
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<tr>
<td>GD Image Filtering</td>
<td>Low Quality / Poor Performance</td>
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<tr>
<td>GD Image Rotation</td>
<td>Low Quality / Poor Performance</td>
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</table>

Items in green mean they are up-to-date and protected. Items in yellow need your attention, and items in red mean they need your attention immediately due to security threats. As a site administrator, you will want to run this status report on a weekly, and if possible daily basis. Next to each parameter is a small description as to what you need to do to alleviate security vulnerabilities, or other types of site maintenance that the report finds. You will want to ensure that each parameter stays green, which means your site is running at optimal speed and free from security vulnerabilities.
Running Cron

Another best practice is to run cron on a regular basis. The status report mentioned above will prompt you to run cron if it hasn't been run in a while. Cron is a process that will run a number of automated scripts that check for updates and clean up log files. For the administrator, it is a way to make sure the site is up-to-date.

To run cron, go to the Reports tab, and click the Status Report link:

Within the status report, you will find a parameter called Cron Maintenance Tasks. Here there is a link that will run Cron for you:

Appendices

1. Stakeholder Analysis

1A: Mission and Goals
The Ark Sound Digitization Project's mission is to digitize and make accessible 1500 hours of live recordings of performances at The Ark from 1969 to 1981. They want to build an information system that would allow access to these recordings through streaming audio or snippets of streaming audio, while respecting the intellectual property
rights of the artists. The system would also allow the community to add metadata about
the various performances, performers, and songs, in addition to The Ark music venue
itself. Additionally, the system would engage performers in reviewing and releasing their
performances found within the collection, under the Creative Commons license. The
performer could review the music, and make decisions as to how listeners may download
(perhaps purchase) and use the recordings. Lastly, the Project wants the system to
extract knowledge from community contributions, integrate distributed University of
Michigan support services, and eventually scale to support other sound digitization
projects. The scope of our project (SI 631) is to create a working prototype of the
system described above with Drupal as the CMS supporting the website.

Since the digitization is waiting on pending grant funding, our working prototype will not
use the actual Ark recordings. It will model the functions of adding metadata to the
various performances, performers, and songs described above using example clips of
music. Ideally, we will use music of a similar genre. The part of the system that controls
releasing the music under Creative Commons License will be a secondary goal for our
project. This prototype will help stakeholders to visualize the potential and progress of
the project, as well as, provide a starting point for the further development of a final
site. A professional programmer will be hired to create the final product once funding
from the pending grant is secured.

The mission statement of the Ark, as taken from the Ark website, provides evidence of
how this website can help further the goals of all parties interested in this project.

The Ark is a non-profit organization dedicated to the enrichment of the human
spirit through the presentation, preservation and encouragement of folk, roots
and ethnic music and related arts. The Ark provides a safe and welcoming
atmosphere for all people to listen to, learn about, perform and share music.

The website that we are building for this project will fit well within the Ark’s mission
because the end product will make old recordings of the Ark’s concerts available to fans
and folk music scholars. It will capture community memories from those past
performances, engaging fans and performers alike in the cataloging and preservation
process.

1B: Stakeholders, Expectations, and Expectations of Use
The Ark Sound Digitization Project is one in which several parties have a vested interest.
Dave Siglin, longtime manager of the Ark, created this collection and cared for it until his
retirement. In the spring of 2008, he donated it to the Bentley Historical Library with the
understanding that they would work to make it accessible to the public. Professor Paul
Conway, our client, has a digitization grant pending to the National Endowment for the
Humanities that is an attempt to carry out the Bentley’s agreement with Mr. Siglin. Also,
the current managing board of the Ark has a definite interest in how the history of their
institution is presented to the public.

Other stakeholders include the fans of the Americana music genre, the community within
Ann Arbor who treasure The Ark’s history and legacy of amazing musical performances,
and certainly the artists who have performed at The Ark during that time period.

Our primary stakeholders, Professor Conway, the Ark Board and Dave Siglin, envision a
wide range of users, including Americana music enthusiasts and scholars, past
performers and heirs, music librarians, those who are interested in the history of the Ark
and its impact on Ann Arbor’s history, and Professor Conway himself. These users will
contribute to the creation of song catalog records, share personal memories and stories
about the Ark, listen and/or download music that is released under Creative Commons licenses, and learn about the Ark digitization project as a whole. The primary stakeholders see a great opportunity for the site to educate the performers about the structure of and options in Creative Commons licensing.

Professor Conway also hopes to have the ability to sort contributed metadata by the type (role) of user and be able to resolve differences that may occur between the metadata. Since different users will have different levels of "authority" in terms of what they are able to perform, the establishment of user roles will be essential.

The other stakeholders mentioned earlier (fans of Americana music genre and the Ann Arbor community) are currently not aware of this potential site. However, it is reasonable to assume they will expect to learn more about the history of the Ark, to be able to interact with the music, and perhaps interact with other commenters on the site.

Fortunately for our group, the construction of this website furthers the goals of all parties with a vested interest in this collection. When we met with Paul, he mentioned that the Ark Board is getting somewhat impatient because nothing has been done with the collection since last summer when the grant was submitted. They want to see the collection made available as quickly as possible. Even though money was written into the grant budget for the development of a website, this will only be available if the grant is approved. Paul sees this project as a starting point for the programmer who will be hired through the grant. As mentioned above, it will be something tangible he can show the Ark Board as evidence that he and the Bentley are progressing and meeting the agreement that the collection will be digitized and made available to the public.

Our primary goal, in terms of functionality, is to create a prototype that handles both the metadata and various user roles. The functionality related to the Creative Commons Licensing is a secondary goal. It is also important that we document our process such that our work can be seamlessly resumed by a programmer after the semester ends. Our client expects to finalize the site/database design by Fall 2009. Usability testing is projected to begin in Winter 2010, while the database will be populated with music throughout the entire year. The creation process is scheduled to wrap up in Winter 2011. Beyond that point, the system will largely maintain itself, while its music collection and respective metadata flourish.

2. Personas

Persona #1: Site Administrator/Archivist
Name: Melissa Putrelli
Age: 26
Marital Status: Single
Education: B.A. in English from the University of Miami, working on a MSI in Archives and Records Management here at the University of Michigan School of Information

This project is being overseen by Professor Paul Conway and the student workers like Melissa who will be working with him. There will need to be a special role set within the site permissions called "Archivist" for these workers. The archivist permissions will be those generally given to a site administrator, so administrator and archivist are one in the same. These workers have a wide range of ability levels with website administration. Some have no experience, while others may be more advanced.

Task Summary for the Site Administrators/Archivists
- Remove inappropriate user contributions
- Adjust or create new site roles and make new permissions as appropriate
• Add additional performers to the site
• Add additional performances to the site
• Modify existing performance metadata such as the date of the performance, contributing artists, etc. These are "high level" changes that only these users will have access to
• General site administration

Possible Usage Scenario

Melissa Putrelli has been working on this project alongside Paul Conway for the summer and she has been recently granted administrative privileges for the website. A number of performances have been recently digitized and have been uploaded to the site. Melissa must add all known metadata about the performance to the page. A page has been built for the performance, and now she adds additional information like the date, artist, set list, additional performers, etc. Upon logging into the site, she has received a number of requests from various performers that require site administrator approval in order to change. One performance was incorrectly dated according to the artist that performed that evening. Another performance had a song that was incorrectly labeled "Home is Where the Heart Is," instead of "Home is Always Where the Heart Is." Melissa makes the changes after verifying that the contributing artist had made the correction.

Persona #2: Dave Siglin
Age: about 60
Marital Status: Married to Linda; they have one grown daughter
Education: BA in Music from UM, some graduate work in theater at EMU
Profession: retired manager of the Ark
Socioeconomic Status: middle class

Dave Siglin will have his own designated role because he created the collection around which this site is based and was manager of the Ark from 1969-2008. According to Paul, he has a near perfect memory of all the concerts that occurred during his years as manager. We feel that this means his comments should be given special weight. Dave is very good at multi-tasking; he had to be to manage a venue like the Ark successfully. He appears to be somewhat disorganized, but knows where everything is. Dave has an email account but generally does not answer email promptly. If an issue is urgent, it is best to call him because he is good about answering his phone.

Task Summary for Dave Siglin
• Serve as an authority about the recordings and concerts
• Fill in gaps in the tape metadata
• Serve as a public face for the project

Possible Usage Scenario

Since donating his collection of tapes and posters to the Bentley Historical Library with the stipulation that they make the collection available publicly, Dave has waited eagerly to see this website made a reality. He enjoys reminiscing over his days as manager of the Ark by listening to the recordings. Previously, he was unable to listen to many of these songs because they were on reel to reel tapes that could not be played because of age and water damage. The website has allowed him to regain contact with many old friends and has provided an opportunity to discuss folk music with other enthusiasts.

Persona #3: Performer/Rights Holder
Name: Julius Carter
Age: 59
Lives in: New Orleans, Louisiana
Marital Status: Married, two children
Education: B.F.A. in Music Production from the Berklee School of Music
Profession: Music Producer for Folk Music International
Hobbies: Coaching his son's baseball team, giving piano lessons, playing with his band "The Southern Gentlemen"
Relation to the Ark: Played a live show there in the summer of 1965. The show was recorded and is now one of the many live shows held in Dave Siglin's collection.

Live performances that have been uploaded to the site will not be downloadable, only streaming at first. A song's performers will be granted a special role called "Performer." A performer is able to adjust the licensing of their music through the Creative Commons (CC) licensing organization. When a performer is logged in, they will be shown an interactive tutorial about CC while they are listening to their music. The performer may make decisions about how they would like to license their music to the public (entire corpus, single performance, or a single song). They will then be able to adjust their licensing through the site. Additionally, when a performer has made a comment about their music on the site, their comments or recommendations should be given significantly more weight than the site's general user.

Task Summary for Performers

- Properly identify music that has not yet received a description
- Add content to performances such as performance description, set list, additional performers, dates, etc.
- Adjust the licensing of their music through the Creative Commons
- View interactive tutorial about the Creative Commons organization
- Add additional performance dates, along with who performed on that evening.

Possible Usage Scenario

Julius Carter was contacted through a friend about the website and heard that his performance at the Ark has been added to the collection. He knows the dates that his band played that venue, so he logs onto the site to listen to his show. After getting to the site, he signs up to be a contributing member with "Performer" status. In order to be granted this status, the site administrator must review his application and contact him in order to grant him those privileges. In the meantime, his role is set to "Member" and he is allowed access to streaming snippets of the performances. He searches for his performance by date and begins streaming his show. All of the memories of that night quickly flood his memory. He is easily able to remember everything about the show, from what songs they played, to who was playing with him.

The next day, Julius is contacted by the site's administrator about becoming a contributing performer to the site. After a short interview, Julius is granted this role. Julius logs back in that evening. This time, he is able to stream and/or download the entire show to his computer. As he is listening to the concert, he is shown a short tutorial about CC licensing. He decides to allow for his content to be freely distributable. Additionally, Julius properly identifies all of the songs within the performance, along with the special guest artist that was playing that evening with his band.

Persona #4: Folk Music Scholar/Enthusiast

Name: Martha Bradley
Age: 61
Marital Status: Married w/ 3 children
Education: MA in Music Theory
Profession: Band Director / Private Teacher
Socioeconomic Status: High-middle
Born in NYC

Martha was born and raised in New York City. Ever since she was a child, music has been a part of her life. Her father played five instruments and her mother had a great voice. Her parents would often play together and when old enough, Martha joined them. In high school, she played the flute in the band and then decided she wanted to pursue music professionally. She attended Columbia University to study music theory. During her time at Columbia, she was introduced to Joan Baez, Arlo Guthrie, and Bob Dylan, among others. She has been a devoted fan of the genre ever since. She also listens to a lot of bluegrass music. Music continues to be at the center of her life as she is both a band director and a private guitar teacher.
Task Summary for the Folk Music Scholar/Enthusiast

- Suggest modifications of performance metadata such as the song titles, artists
- Listen to music
- Explore new artists

Possible Usage Scenario

In terms of technology, Martha is ahead of the curve. Her youngest son just gave her an iPod for her 61st birthday. She had difficulty using it at first, but she eventually got the hang of it. Her son also taught her how to download music on iTunes which she really enjoys doing in her free time. However, there were some artists that she was unable to find on iTunes. She googled around and found The Raiders of the Lost Ark website which contained amazing recordings of many rare artists. She finds a song from Julius Carter that appears to be mislabeled, so she suggests the proper track name and even attempts to identify the type of strings used on the guitar.

Persona #5: Ark Concert Goer
Name: Jim Hoyt
Age: 66
Marital Status: Married w/ 2 children
Education: J.D.
Profession: Lawyer
Socioeconomic Status: Upper
Born in Ypsilanti, MI

Jim was born and raised in Ypsilanti, MI. His father was a butcher and his mother was a teacher. His mother taught him how to play piano at a young age and from then on, Jim always had a deep interest in music. He was always a bright student and played in the high school marching band. He attended the University of Michigan where he majored in economics. Immediately following his undergraduate career, Jim applied to the UM Law School to which he was accepted. He has regularly attended The Ark since the early 70s and continues to be an avid supporter of folk music in general.

Task Summary for the Ark Concert Goer

- Suggest modifications of performance metadata such as the song titles, artists
- Listen to music
- Explore new artists

Possible Usage Scenario

Since Jim has been attending The Ark for such a long time, he keeps up with its current events. At the last concert, he and his wife overheard talk of the The Ark digitization project and were extremely excited to be able to relive their youthful years through the digitized recordings. When they arrive home from the concert, Jim finds the website and tears up when he finds the concert where he and his wife met. He listens to the recording and leaves his brief life story as a comment. He then resumes browsing the music collection and thinking about the good ol' days.

Persona #6: Random Online Music Listener
Name: Sarah Moore
Age: 24
Marital Status: Single
Education: Associates degree in nursing
Profession: medical records clerk
Socioeconomic Status: low middle class
Lives in Cleveland, OH

Task Summary for the Random Music Listener

- Download and listen to music
• Learn more about the Ark
• Learn more about specific performers

Possible Usage Scenario

Sarah likes to listen to music, but with the economic downturn she doesn't have a lot of money to spend on commercial music. A friend of hers mentions the Creative Commons licensed music available at the Ark website. She spends an hour listening to various clips and finds several artists that she enjoys. Since she has basic computer literacy, she downloads the freely available music by these select artists to her mp3 player making them available to listen to at work the next day. She is glad that she doesn't have to create an account or pay anything to hear some new songs.

Content Types
Performances:
Each performance within the site will have its own page. The fields for this content type include the date of the performance, performing artists, name of the performing band, a song list, and an image of the performing artist or program poster. A view will be created to display the song list for that particular performance, which populates with songs from that performance. Each song will be displayed in a table with sortable columns containing the metadata for the songs content type outlined below.

Fields Summary for Content Type: Performance
• Date
• Performing Artists
• Band
• Image of Artists or Program Poster

Songs:
Each individual recorded song within each performance will have its own page. The song fields will include the performing artists, name of the band, the date of the performance, the length, original songwriter, genre/subject, and notes/memories. The notes and memories field will be much like a traditional comments box, where members can add little notes about the individual song performance. The performing artists are the artists that performed that song on that particular evening. The length can be determined by the archivist who is uploading the recording to the site. The original songwriter is the artist who originally penned the song. The genre/subject field may be initially very broad, but will be editable by certain users such as Performers in the future.

Additional information about the song will include a listing of other times when that particular song title has been performed and by what artists. Each song will belong to a specific performance.

Fields Summary for Content Type: Song
• Song Name
• Original Songwriter (i.e. "Written by")
• Band
• Performing Artists
• Date of Performance Where Played
• Length
• CC Licensing

Artist Profiles:
Each performing artists will have their own profile page. Each performance and song page created will contain artist links that will take you to these pages to view more information about the artist. The page will contain an image of the artist, short bio, associated acts, and performance dates they have played at the Ark. Like all of the other content types, certain roles within the site will have editing privileges to add more info to these pages. The view will change depending on your role. For
instance, a user with Performer status will be able to click an "edit info" link next to their fields and can easily edit their profile.

Fields Summary for Content Type: Artist Profile
- Name
- Short Bio
- Associated Acts
- Performance Dates at the Ark

Member Profiles:
Each member of the site will have their own profile. Anyone can become a basic member. All you need is a name and email address. Members will be able to submit a short bio about themselves, provide an image to serve as their avatar (or select from a default list of thumbnail images), and provide a link to their homepage if applicable. Other information about members will include how many times they have commented about performances and number of shows they have attended.

Fields Summary for Content Type: Member Profile
- Full Name
- Age
- Profession
- Number of Concerts they have attended at the Ark
- Short Bio Information
- Personal Avatar (may be user-submitted or picked from a list of defaults)
- Personal Homepage

Memories:
Contributing members to the site such as past performers, staff, and concert goers may contribute articles to the site in which they describe a special memory they might have about the Ark. These articles or "Memories" may be general or specific. Examples may include memories of a specific evening at the Ark by an artist or concert goer, a story about the history of the venue, etc. These memories may be associated with other content types such as an individual song, performance, or artist. The association is tentatively going to be through the use of tags that the user applies to the memory.

Fields Summary for Content Type: Memories
- Author
- Title
- Text Field for Article
- Tags (User can tag the article with keywords)

3. Workflow Analysis

Role 1: Site Administrator
The Site Administrator is responsible for ensuring the continued functionality of the site. This role will probably only be used on special occasions when certain permissions are needed to change the way the site looks or to add or remove features.

Privileges
- Add and remove modules and themes
- Add or delete content types
- Edit role permissions

Role 2: Archivist
The Archivist is responsible for ensuring the continued maintenance and development of the site. For the first two years when this project is funded by the grant, there will be two to three student workers filling this role. After that, the role will be filled by at least one person, depending upon available funding.

In addition to overseeing the content and development of the site, this role will be responsible for finding and contacting Performers/Rights Holders who are not already aware of the project to inform them of the project and encourage them to release their songs and participate in the website.

Privileges

- Change existing pages or add new pages
- Approve or delete comments
- Add a high ranking to certain comments
- Authenticate "Performer/Rights Holder" accounts

Role 3: Dave Siglin

Dave has a unique role within this project. As the longtime manager of the Ark and creator of this collection, he has a lot of memories about specific performers, concerts, and the Ark in general. He is widely respected by many of the Ark performers and Ann Arbor community members. Because of this, his participation has the potential to be a key selling point for drawing participation from performers and community members.

Dave will serve as both a source of information that would be much more difficult to obtain elsewhere and a figurehead for the project.

Privileges

- Edit information about concerts and songs
- Make comments that have a high ranking
- Add/edit performer pages

Role 4: Performer/Rights Holder

Since the Performer/Rights Holder has the permission to release content through the Creative Commons, it is important that they be who they say they are. They should also have comments that are given more weight on concerts and songs they performed, where they can be taken as a source of authority.

Privileges

- Edit information about concerts and songs where they performed
- Add new performers to concerts where they performed
- Choose which Creative Commons release mechanism will apply to their songs
- Make higher ranked comments on pages related to them
- Make general comments on pages unrelated to them

Role 5: Folk Music Scholar/Enthusiast or Ark Concert Goer

The scholar has specialized knowledge of the field that they will want to share and have attributed to their name. The concert goer may not have expertise in the field, but they may have first hand knowledge of the performance and are a source of memories about Ann Arbor and the folk music scene. To discourage spam and to incentivize scholars to contribute, this role will have the ability to make comments and suggest edits only when authenticated. Their account will display a user name, which can be a real name if the user so desires.
Privileges

- Make general comments on performances, performers, and songs

Role 6: Random Online Music Listener

The music listener may be casually browsing the internet looking for free quality music that they have never heard before or they may be wishing to learn more about the Ann Arbor area, but they do not wish to add comments to the site. Since they will not be adding to the site, authentication will not be required.

Privileges

- Ability to download freely available songs
- Ability to listen to clips
- Ability to browse performance, performer and song content

4. Current Modules

Administration Menu (http://drupal.org/project/admin_menu)

The Administration Menu module allows for easy access to commonly used administrative and development tasks, which are added to a drop down menu on the top of the page. Only administrators should have permission to this module. It requires no configuration.

Automatic Nodetitle (http://drupal.org/project/auto_nodetitle)

This module automates the node titles. For example, if we enter an artist and a song, we automate the title so it appears as "U2 - With or Without You" instead of requiring the user to enter in the title in a specified format. This module requires Token (see below).

Calendar (http://drupal.org/project/calendar)

We use this module to display links to specific performance dates on a calendar. Clicking on a specific date will take the person to more information about who performed at the concert including the artist(s), which songs were played, and a concert poster if available. This requires several modules to work together, especially Calendar, Date, Views, and CCK.

CCK (http://drupal.org/project/cck)

Content Construction Kit allows you to add custom fields to nodes using a browser. For example, the "Song" content type uses some CCK fields (Performer, MP3, etc).

Creative Commons Lite (http://drupal.org/project/creativecommons_lite)

This module allows for Creative Commons licenses to be chosen and displayed on a node. This will an option for performers to choose on the individual song performances.

Date (http://drupal.org/project/date)

The Date module is required to add events to the Calendar module.

Display Performers (custom module)
This custom module has two components. The first, a block, simply displays the performers and links to their respective profile pages. This block appears on the front page. The second component, a page (display_performers), displays the performer, their profile picture, and a short biography. It uses simple PHP and SQL to get the job done. Email Eric (egarc@umich.edu) if you have any questions about this module.

**Filefield (http://drupal.org/project/filefield)**

This module is required by the MP3 player module.

**Fivestar (http://drupal.org/project/fivestar)**

This module gives users the ability to rate comments. This module is dependent on the voting API module.

**Fivestar Extra (http://drupal.org/project/fivestarextra)**

This module extends the Fivestar module to enable the rating of comments and users.

**ImageAPI (http://drupal.org/project/imageapi/)**

**Imagecache (http://drupal.org/project/imagecache)**

**ImageCache Profiles (http://drupal.org/project/imagecache_profiles)**

These three image modules work together to allow users to upload profile pictures. We are also using it to post optional concert posters.

**MP3 Player (http://drupal.org/project/mp3player)**

This module is the flash player that plays the MP3s on the front page as well as the "Songs" page.

**Panels (http://drupal.org/project/panels)**

Panels gives us flexibility in terms of how our site is presented to the user. For example, instead of using the traditional block structure of Drupal, Panels allows us to implement columns and experiment with more fluid layouts. Our home page utilizes panels.

**Pathauto (http://drupal.org/project/pathauto)**

The module provides "pretty" addresses instead of default ones that look like "node/275258." This module requires Token (see above). Since the titles can be generated based on a pattern, we can create a pattern based on the main types of nodes we will be having: song, artist, performance, etc.

**Token (http://drupal.org/project/token)**

This module is required to let Automatic Nodetitle operate. By itself the module does not provide any additional functionality.

**User Badges (http://drupal.org/project/user_badges)**

This module allows us to create icons to identify the type of user on the site (e.g. archivist, performer, etc.)

**Views (http://drupal.org/project/views)**
CCK and views act as the backbone of our site, allowing performers, users, and archivists to both contribute and view site content. For example, we have created a "song" content type that has CCK fields for performer, song title, and an MP3 recording (see MP3 player module above).

**VotingAPI** ([http://drupal.org/project/votingAPI](http://drupal.org/project/votingAPI))

Coupled with the Fivestar module, this module could potentially be modified to allow performers or folk music experts to clarify a song title contributed by a regular authenticated user. For example, if a normal user submits a corrected song title via a comment, a performer or expert could then verify its correctness by giving it a vote that is more weighted and the comment is sent to the top of the page. The current implementation of these modules uses equal weighting for all users.

### 5. Site Transfer Guide

Before explaining how to install the site, there are a number of things to keep in mind. Firstly, due to the large amount of content on this site, it is highly recommended that you host it on a dedicated rather than shared server. When sharing server space with others, there is always a chance for congestion, which will lead to a degradation of download and stream speeds for users who are trying to access the media on the site.

Also, due to the fact that the Ark site requires a lot of bandwidth to upload and download media, you will want to check with your host as to what their PHP memory limits are. If need be, try to maximize this limit as you will need to be able to upload and download sizable sound files.

As for Drupal, there are two requirements: 1. A web server capable of running PHP and 2. MySQL database support. Drupal runs using the PHP language, and uses a MySQL database. We recommend a server that provides an interface called C Panel, which will help you administer your MySQL database easily. C Panel gives you access to PHP MyAdmin, which makes installing the database very easy.

Finally, the following guide assumes that you have the installation disk for the site, along with a server that meets the requirements stated above.

**To Transfer the Files from the Install Disk to the Web Server:**

1. First, you will need to install the latest version of Drupal 6 to your web server. Many hosts provide automated scripts that will install the latest version of Drupal 6 for you. If you do not have access to an automated script, simply go to [http://www.drupal.org](http://www.drupal.org) and find the latest build of Drupal 6 for download. Once downloaded, simply unzip and upload the Drupal files to your webserver, into the folder where you would like the site to reside.

2. After you have successfully installed Drupal, you must take the files provided on the install disk and upload them to the server as well. These include files, modules, themes, and timeline_api folders. Leave the settings.php file alone for now.

3. Open the settings.php file contained on the site install disk. On the second line, you will see the following piece of code:

```php
$db_url = 'mysql://USERNAME:PASSWORD@HOSTINGLOCATION';
```
Simply replace USERNAME and PASSWORD with the MySQL username and password used to access your web server. Replace HOSTINGLOCATION with the path to where your database is located.

4. To install the database provided on this disk, access PHP MyAdmin through C Panel as mentioned above. Simply import the database from your desktop to the server using the MySQL username and password provided by your host.